

HARRISON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES (Minutes of the Regular Meeting)

Date: December 1, 2015
Place: Orange Grove Library Board Room
Presiding Officer: Brian Quave, Chair
Members present: Dave Vincent, Donald Moore, Ramona Peresich, Clare Rhodeman

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director
Tim Murr, Board Attorney
Mr. John Heath, Board Accountant
Celia Barrett, Gulfport Librarian
Carrie Turner, Acquisitions (Minutes Taker)

Mr. Brian Quave called the meeting to order. Added "Item C - New Business – Power company leveled billing" as requested by Ramona Peresich.

A motion was made, seconded and passed to accept the amended Agenda.

The Minutes of the October 27, 2015, meeting were approved as written.

FINANCIAL REPORT – The October 2015 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$263,000. Expected for this time of year.
- October payment received from County, but no other entities.
- Operating expenses – Overage in insurance.
- Overage in utilities for HQ.
- Kemper refund has not been received for all accounts.
- Overage in janitorial service for Gulfport library.
- Library materials are under budget.
- All locations are under budget.

A motion was made, seconded and passed to accept the Financial Statements.

DIRECTOR'S REPORT (by Mr. Lipscomb)

Item D was covered first.

- A. Statistics Highlights – The Statistics were reviewed. Circulation was down 5.5%. Programs Sponsored by the Libraries was up 11.3%. Programs with Other Sponsors was down 0.6%. Attendance at Programming was up 146.6.8%. This was adjusted to include attendance of co-sponsored programs. New Cards Issued was down 2.6%. Library Visitors was down 3.1% and Computer Use was down 1.7%. Filled 68 Ill requests. Outreach up 75%. Photographs scanned up 520%.

- B. Death of Gwendolyn Hall – An employee since 1998. Ms. Hall passed away November 2 due to cancer. She worked in the circulation department of the Orange Grove library.
- C. Susan Storrs – Mr. Lipscomb shared Susan’s diagnosis of Multiple Myeloma. Her intention is to return to work, but is unable to until her back pain issue is handled. She has enough leave time to cover her absence. Susan has been available for phone support. Mr. Lipscomb will report at the next meeting with an update.
- D. Nell Newman Fund – BanCorp South sent Rick and Greg to discuss the transfer of the fund. They advised the board members of investment options. This included diversifying from a fixed investment. Income with Growth fund was the plan chosen. Willing to revisit and review in six months. Tim Murr reviewed the documentation. A brief break was taken (3:33 PM) for Brian Quave and Robert Lipscomb to sign.

A motion was made, seconded and passed to choose the Income with Growth Fund.

- E. Holiday Schedule – Requested the schedule of: For Christmas, close at 1 pm on Christmas Eve and close on the 25th and 26th. For New Year’s, close at 1 pm on New Year’s Eve and close on January 1st and 2nd. Based on the Governor’s proclamation.

A motion was made, seconded and passed to approve the schedule.

- F. Mississippi Power refunds – as of November 24th, the library system has received \$33,839.32, with an outstanding amount of \$46,779.98.
- G. Science on the Coast Program – Several libraries will be participating in the new “Science Café on the Coast” series in conjunction with USM Gulf Coast, the Hancock County Library System and the Long Beach Public Library.

NEW BUSINESS

- A. The October 2015 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #19452 to BanCorpSouth Insurance, \$8,563.00, for insurance.
 - b. Check #19459 to Center Point Large Print, \$1084.46, for library materials.
 - c. Check #19463 to Mississippi Power, \$18,147.52, for electricity.
 - d. Check #19468 to Auto-Graphics, \$2,296.92 for software.
 - e. Check #19474 to All Safe Technologies, \$629.03, for security services.

A motion was made, seconded and passed to approve the October 2015 Accounts Payable Docket.

- B. Approve Christmas and New Year's Holiday Schedule – discussed during Director's Report. Celia Barrett did raise an additional question in regard to the policy and the board's decision. Approved schedule was kept.
- C. Power Company leveled billing – a discussion was held about contacting Mississippi Power about the availability of this option.

The next meeting was set for 3:00 p.m., January 19, 2016, at the Biloxi Public Library.

Brian Quave, Board Chair